



CALTRANS HIGHWAY MAINTENANCE
LEADWORKER
DEPARTMENTAL PROMOTIONAL SPOT
FINAL FILING DATE: MARCH 16, 2006

OFFERING EQUAL EMPLOYMENT OPPORTUNITIES TO ALL REGARDLESS OF RACE, COLOR, CREED, NATIONAL ORIGIN, ANCESTRY, SEX, MARITAL STATUS, DISABILITY, RELIGIOUS OR POLITICAL AFFILIATION, AGE OR SEXUAL ORIENTATION.

DEPARTMENTAL
PROMOTIONAL
SPOT FOR

DISTRICT 1 – EUREKA
DISTRICT 2 – REDDING
DISTRICT 3 – MARYSVILLE
DISTRICT 4 – OAKLAND
DISTRICT 5 – SAN LUIS OBISPO
DISTRICT 6 – FRESNO
DISTRICT 7 – LOS ANGELES
DISTRICT 8 – SAN BERNARDINO
DISTRICT 9 – BISHOP
DISTRICT 10 – STOCKTON
DISTRICT 11 – SAN DIEGO
DISTRICT 12 – SANTA ANA

Candidates may only establish eligibility in one location. Indicate the location for which you are applying directly under the examination title on your application.

WHO MAY APPLY

COMPETITION LIMITED TO STATE EMPLOYEES: Applicants must have a permanent civil service appointment with the Department of Transportation by the final filing date.

HOW TO APPLY

Applications (STD 678) must be **RECEIVED OR POSTMARKED** no later than the final filing date. **FAXED OR E-MAILED APPLICATIONS WILL NOT BE ACCEPTED.** Applications postmarked **AFTER THE FINAL FILING DATE** and personally delivered or received via interoffice mail **AFTER 5:00 P.M. ON THE FINAL FILING DATE WILL NOT BE ACCEPTED FOR ANY REASON.** IF YOU MEET THE ENTRANCE REQUIREMENTS FOR THIS CLASS AND FOR CALTRANS LANDSCAPE MAINTENANCE LEADWORKER SCHEDULED ON THE SAME DAY, YOU SHOULD FILE FOR EACH EXAMINATION ON A SEPARATE APPLICATION. THE EXAMINATION TITLE **MUST** BE INDICATED ON THE APPLICATION.

FILE BY MAIL: Department of Transportation
Exam Services (MS 86)
P.O. Box 168036
Sacramento, CA 95816-8036

FILE IN PERSON: Department of Transportation
1727 30th Street, 1st Floor
Sacramento, CA 95816
(916) 227-5325

SUBMIT APPLICATIONS ONLY TO THE ADDRESSES INDICATED ABOVE. DO **NOT** SEND APPLICATIONS TO THE STATE PERSONNEL BOARD OR DEPARTMENT OF TRANSPORTATION DISTRICT OFFICES. Applications may be obtained at the State Personnel Board in Sacramento, any Employment Development Department office, Department of Transportation district office, or at www.dot.ca.gov/hq/jobs on the Internet.

REASONABLE
ACCOMMODATION

If you have a disability and wish to participate in one of our testing services, programs, or activities and require a specific accommodation, please mark the appropriate box for Question #2 on the Examination and/or Employment Application form. You will be contacted to make specific arrangements. TDD users may contact the California Relay Service TDD line at 1-800-735-2929, Voice line at 1-800-735-2922, or the Exams TDD line at (916) 227-7857/Calnet 498-7857.

DRUG TESTING
REQUIREMENT/
DISQUALIFICATION

To be successful in this examination, you will be required to be tested by urinalysis for the use of illegally obtained drugs. If you fail the drug test, you will be disqualified from this examination and from any future examinations for this or any other State civil service class for which drug testing is required until one year has elapsed from the date the drug test specimen was given. If you fail the drug test because of a drug for which possession would constitute a felony offense under Health and Safety Code Division 10, beginning at Section 11000, you will be disqualified from any future examination for State civil service peace officer classes for 10 years from the date the test specimen was given.

SALARY RANGE

\$3350 - \$3821

WRITTEN TEST DATE

The written test is scheduled for June 3, 2006

REQUIRED
IDENTIFICATION

Accepted applicants are required to bring either a photo identification card or two forms of signed identification to each phase of the examination.

REQUIREMENTS
FOR ADMITTANCE
TO THE
EXAMINATION

NOTE: All applicants must meet the education and/or experience requirements for this examination by the written test date. Your signature on your application indicates that you read, understand, and possess the minimum qualifications required.

NOTE: All applications/resumes must include: "to" and "from" dates (month/day/year), time base, civil service or private sector titles, and the duties performed. **Applications/resumes received without this information will be rejected.**

NOTE: The amount of calendar time/work experience required to meet minimum qualifications is computed as follows:

- Full-time** experience must have been in a 40-hour per week job or work assignment (paid or voluntary).
- Part-time** experience is computed on a fractional basis; i.e., one-half time employment for two months is equivalent to one month of full-time work experience.
- Hourly or permanent intermittent** employment is computed on the basis that 160 hours is equivalent to one month of full-time work experience. **Overtime** hours cannot be included when calculating the 160 hours.

MINIMUM
QUALIFICATIONS

Possession of a valid and unrestricted Class B driver license with N (Tank Vehicle) endorsement. (License or endorsement is not required for competition in the examination but must be obtained before appointment.)
and

Three years of experience in the California state service performing the duties of a Caltrans Highway Maintenance Worker, Caltrans Landscape Maintenance Worker, Caltrans Equipment Operator I, or Caltrans Equipment Operator II, or any combination of experience in these four classifications which results in three years' experience.

SEE REVERSE SIDE FOR ADDITIONAL INFORMATION

It is an objective of the State of California to achieve a drug-free state work place. Any applicant for State employment will be expected to behave in accordance with this objective because the use of illegal drugs is inconsistent with the law of the State, the rules governing civil service, and the special trust placed in public servants.

ADDITIONAL DESIRABLE QUALIFICATIONS	Equivalent to completion of the 12th grade. Possession of a valid and unrestricted Class commercial drivers license with P (Passenger/Bus) and H (Hazardous Materials) endorsements.
POSITION DESCRIPTION	Caltrans Highway Maintenance Leadworker's operate vehicles requiring a Class B commercial driver license with a tank vehicle endorsement; and either (1) work with and assist in supervising the work of a crew engaged in maintenance or construction work on highways and highway structures; or (2) are responsible for special assignments such as installing and maintaining traffic signs of such size or complexity as to require the use of special mobile equipment; and if appropriately qualified and properly licensed may operate specified Caltrans equipment. Incumbents may also be assigned to perform duties usually assigned to the class of Caltrans Landscape Maintenance Leadworker as part of their normal assignment.
EXAMINATION INFORMATION	This examination will consist of a written test weighted 100%. In order to obtain a position on the eligible list, a minimum score of 70 must be attained.

WRITTEN TEST – WEIGHTED 100%
NO CALCULATORS WILL BE PERMITTED IN THE EXAMINATION

Scope:

- A. Knowledge of:
- 1. Operation and care of automotive equipment including light trucks.
 - 2. Minor construction, repair and maintenance work.
 - 3. Basic safe work practices to protect their own safety and health and that of others.
 - 4. Procedures, tools and equipment used in construction and maintenance of highways and structures.
 - 5. Provisions of the California Vehicle Code as it applies to the operation of motor vehicles.
 - 6. Regulations and safety practices pertaining to highway emergency services.
 - 7. Fire suppression techniques.
 - 8. Emergency first aid.
 - 9. Operation and care of highway equipment.
 - 10. Methods of mixing Portland cement concrete and mixing and applying asphalt and stone chips for pavement patching.
 - 11. Rules and regulations pertaining to highway or structures maintenance practices.
 - 12. Principles of effective supervision.
 - 13. Safety practices and traffic regulations.
 - 14. The basic occupational safety and health regulations contained in Title 8 Industrial Relations – Construction and General Industry Safety Orders.
 - 15. Safety and health policies and procedures as contained in the Department's Injury and Illness Prevention Program.
 - 16. Knowledge of basic safe work practices.
 - 17. The leadworker's role in maintaining an effective Injury and Illness Prevention Program.
- B. Ability to:
- 1. Communicate and follow directions at a level required for successful job performance.
 - 2. Do heavy manual labor.
 - 3. Keep records.
 - 4. Interpret simple blueprints and sketches.
 - 5. Direct the work of others.
 - 6. Keep time records and simple cost records of materials, equipment and expenses.
 - 7. Operate and care for construction, maintenance, emergency service and landscape equipment.
 - 8. Analyze situations accurately and take effective action.
 - 9. Exercise sound public relations techniques.
 - 10. Operate radio communication equipment.

ELIGIBLE LIST INFORMATION	A departmental promotional spot eligible list will be established for the Department of Transportation in Districts 1, 2, 3, 4, 5, 6, 7, 8, 9, 10, 11, and 12. These lists will be abolished 12 months after they are established unless the needs of the service and conditions of the lists warrant a change in this period.
CAREER CREDITS	Career credits are not granted in promotional examinations.
VETERANS PREFERENCE POINTS	Veterans preference points are not granted in promotional examinations.

GENERAL INFORMATION

It is the candidate's responsibility to contact the Caltrans Office of Examination Services in Sacramento, at (916) 227-5325 three business days prior to the written test date if he/she has not received his/her notice.

Applications are available at the State Personnel Board in Sacramento, any Employment Development Department office, Department of Transportation district office or at www.dot.ca.gov/hq/jobs on the Internet.

If you meet the requirements, you may take this examination. Possession of the entrance requirement does not assure a place on the eligible list. All candidates who pass will be ranked according to their scores.

The Department of Transportation reserves the right to revise the examination plan to better meet the needs of the service if the circumstances under which this examination was planned change. Such revision will be in accordance with civil service laws and rules and all candidates will be notified.

Examination Locations: When a written test is part of the examination, it will be given in such places in California as the number of candidates and conditions warrant. Locations of interviews may be limited or extended as conditions warrant.

Eligible Lists: Eligible lists established by competitive examination, regardless of date, must be used in the following order: 1) subdivisional promotional, 2) departmental promotional, 3) multidepartmental promotional, 4) servicewide promotional, 5) departmental open, 6) open. When there are two lists of the same kind, the older must be used first. Eligible lists will expire in one to four years unless otherwise stated on this bulletin.

Promotional Examinations Only: Competition is limited to employees who have a permanent civil service appointment. Under certain circumstances other employees may be allowed to compete under provisions of Rules 234, 235 and 235.2. State Personnel Board Rules 233, 234, 235, 235.2 and 237 contain provisions regarding civil service status and eligibility for promotional examinations. These rules may be reviewed at departmental personnel offices or at the State Personnel Board.

General Qualifications: Candidates must possess essential personal qualifications including integrity, initiative, dependability, good judgment and ability to work cooperatively with others; and a state of health consistent with the ability to perform the assigned duties of the class. A medical examination may be required. In open examinations, investigation may be made of employment records and personal history, and fingerprinting may be required.

High School Equivalence: Equivalence to completion of the 12th grade may be demonstrated in any one of the following ways: 1) passing the General Educational Development (GED) Test; 2) completion of 12 semester units of college-level work; 3) certification from the State Department of Education, a local school board, or high school authorities that the candidate is considered to have education equivalent to graduation from high school; or 4) for clerical and accounting classes, substitution of business college work in place of high school on a year-for-year basis.

For individuals with disabilities, this document may be available upon request in alternate formats. To obtain an alternate format, please call or write to the California Department of Transportation, Office of Examinations and Special Programs, P.O. Box 168036, MS 86, Sacramento, CA 95816. Voice (916) 227-7858 / Calnet 498-7858 or TTY (916) 227-7857 / Calnet 498-7857. California Relay Service: Voice 1-800-735-2922 or TTY 1-800-734-2929.